



## Chapter 4

# Windows Main Group

The Windows Main group contains system applications that allow you to perform tasks, such as:

- C Organize your files and directories.
- C Change the configuration of your system.
- C Install and configure printers.
- C Type commands from the MS-DOS prompt.

This chapter provides instructions on how to use File Manager and gives a brief overview of the other applications in the Main group.

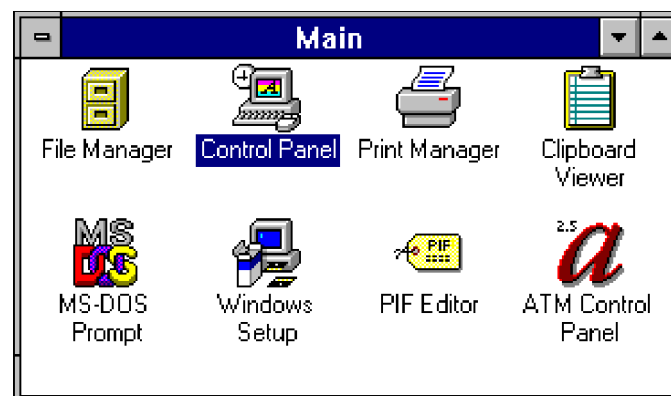
## Accessing the Main Group

To access the Main group from Program Manager:

1. Double-click on the Main group icon.

Program-item icons appear in the Main group window.

Main group window



## File Manager

File Manager helps you organize the files and directories on your disk drives. Using File Manager, you can add, move, and delete files and directories. You can also copy, label, and format disks. In short, File Manager allows you great flexibility in organizing your file library.

## Accessing File Manager

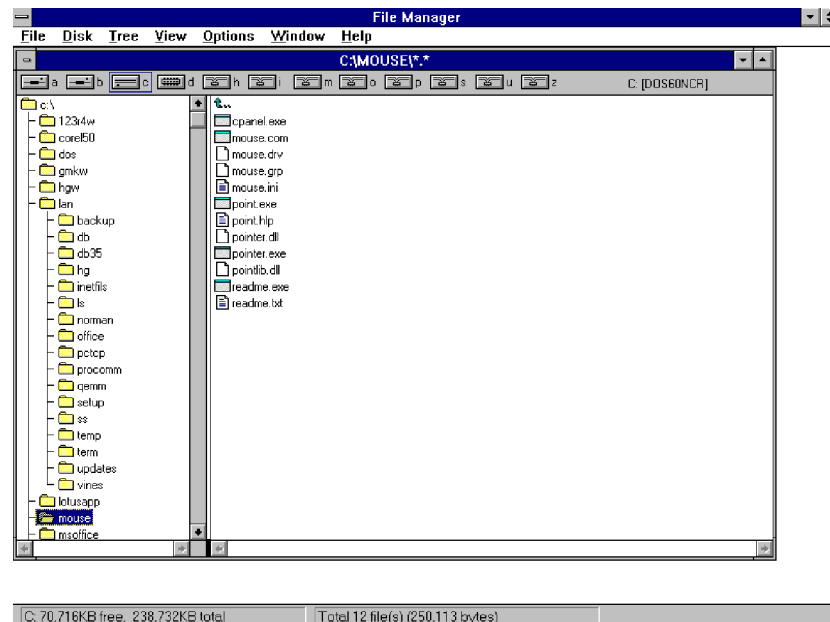
To access File Manager:



1. Double-click on the File Manager icon in the Main group window.

File Manager will open a full-size window containing a directory window.

File Manager  
window



## Exploring the File Manager Window

This section covers information about each part of the File Manager window.

### The Title Bar

The *title bar* is located across the top of the File Manager window and

displays the name of the application.  
The Menu Bar

The *menu bar* is located just below the title bar and displays the menu names. The menus contain the commands used in File Manager.

### The Status Bar

The *status bar* is located across the bottom of the File Manager window. It displays information about the current drive and directory.

## Exploring the Directory Window





This section describes the components of the directory window.

### The Title Bar

The *title bar* is located along the top of the directory window and displays the directory path.

### The Drivebar

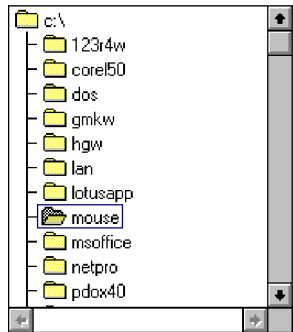
The *drivebar* is located below the title bar. It displays drive icons and the volume label or network name. The following *drive icons* are used to represent the types of drives on your computer:

Icon	Meaning
	Floppy drive
	Hard drive
	RAM drive
	Network drive

### The Directory Tree

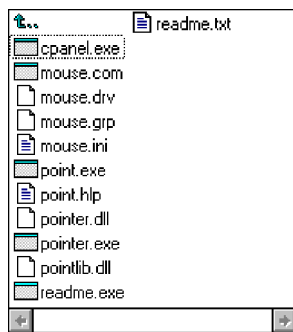
The *directory tree* appears on left half of the directory window and displays the structure of the directories on a disk. The directory structure begins with

the first directory on a disk, called the *root directory*. Directories that branch below the root directory are called *subdirectories*.







### The Contents List

The *contents list* is on the right half of the directory window. It displays the names of files and directories within the current directory.



The following icons are used to identify the type of file or directory in the contents list:

Icon	Meaning
	Directory
	Program or batch file
	Document file
	General file

## Selecting Files or Directories

Before you can perform a task on a file or directory, you need to select it. You can select a single file or directory, or several at a time. When you select a file or directory, it becomes highlighted.



### Single File or Directory

To select a file or directory:

1. Click on the file or directory that you want to select.

### Multiple Files or Directories

There are several ways to select a group of files or directories:

1. To select items in a sequence, click on the first file or directory that you want to select.
2. Hold down the SHIFT key, and click on the last item in the group.

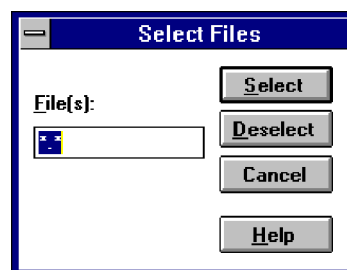
-OR-

1. To select items out of sequence, hold down the CTRL key, and click on each item.

-OR-

1. Choose Select Files from the File menu.

Select Files dialog  
box



Type the name of the file(s) that you want to select in the text box. Multiple files should be separated by a comma. Or use characters that represent one or more other characters (called *wildcards*) to specify a group of files.

2. Click on the Select button.

3. When you have selected all of the files that you want, click on the Close button, or double-click on the Control-menu box.

## Changing the Drive

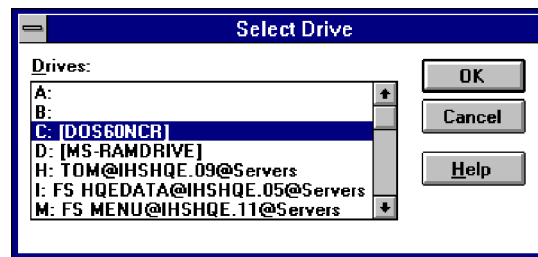
There are two ways to change to a different drive:

1. Click on the drive icon representing the drive that you want to select.

-OR-

1. Choose Select Drive from the Disk menu.

Select Drive dialog  
box



2. Double-click on the drive that you want to change to. Or select the drive, and click on the OK button.

## Changing the Directory

There are two ways to change to a different directory:

1. To change the directory in the directory tree, click on the directory that you want to change to.

-OR-

1. To change the directory in the contents list, double-click on the directory that you want to change to.

-OR-



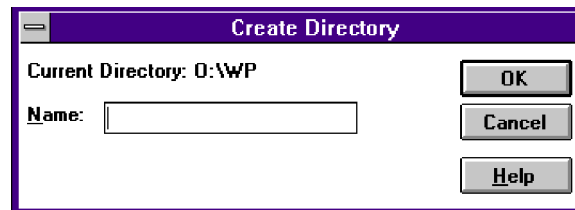
1. To move back one level, double-click on the Up icon in the contents list.

## Creating a Directory

To create a directory:

1. Select the directory in which you want the new directory to appear.
2. Choose Create Directory from the File menu.

Create Directory  
dialog box



3. Type a name for the new directory.
4. Click on the OK button.

## Moving a File or Directory

There are two ways to move a file or directory from one location (called the *source*) to another (called the *destination*).



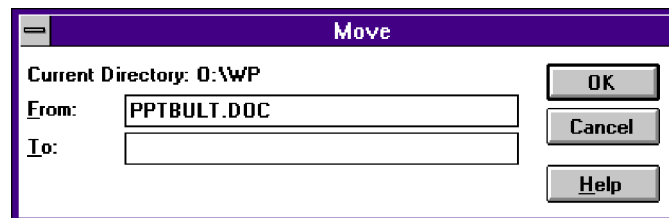
note

Before selecting a file or directory to move, make sure the source and destination are visible.

To move a file or directory:

1. Select the file or directory that you want to move.
2. Choose Move from the File menu.

Move dialog box



The name of the selected file or directory appears in the From box.

3. In the To text box, type the destination path (e.g., O:\WP\CIMS or A:\).

4. Click on the OK button.

-OR-

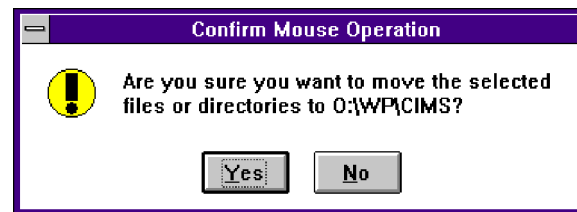
1. Drag the source file or directory to the destination.

The mouse pointer becomes a file icon.

2. Release the mouse button.

The Confirm Mouse Operation message box appears.

Confirm Mouse  
Operation message  
window



3. Click on the Yes button to complete the move.

## Copying a File or Directory

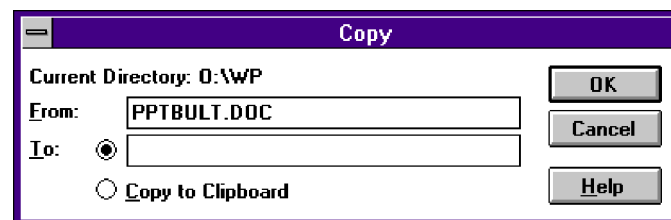


Before selecting a file or directory to copy, make sure the source and destination are visible.

To copy a file or directory:

1. Select the file or directory that you want to copy.
2. Choose Copy from the File menu.

Copy dialog box



The name of the selected file or directory appears in the From box.

2. In the To text box, type the destination path (e.g., O:\WP\CIMS or A:\).
3. Click on the OK button.

-OR-



1. Hold down the CTRL key, and drag the source file or directory to the destination.

The mouse pointer changes to a file icon with a plus sign.

2. Release the mouse button, and then release the CTRL key.

The Confirm Mouse Operation message box will appear.

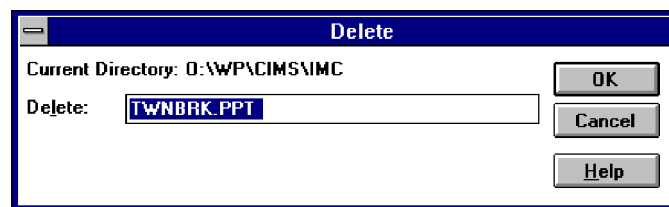
3. Click on the Yes button to complete the move.

## Deleting a File or Directory

To delete a file or directory:

1. Select the file or directory that you want to delete.
2. Press DEL from the keyboard, or choose Delete from the File menu.

Delete dialog box



3. Click on the OK button to delete the selected file or directory that appears in the Delete text box.

A Confirm File/Directory Delete message box will appear.

4. Click on the Yes button to delete the file or directory.

## Exiting File Manager












To exit File Manager:

1. Double-click on the Control-menu box, or choose Exit from the File menu.

## Control Panel



The Control Panel group contains utilities that allow you to change the configuration of your system while you are in Windows. The following utilities are available in the Control Panel group:

Utility	Description
	Color parts Allows you to set the color of the desktop and most of the on it.
	Fonts Enables you to add or remove TrueType fonts from the Windows screen.
	Ports Allows you to set the communication options for your serial communications ports.
	Mouse mouse Lets you customize the speed and appearance of the pointer.
	Desktop Allows you to specify the desktop background, screen saver, icon spacing, and cursor rate.
	Keyboard Allows you to adjust the keyboard repeat rate and delay.
	Printers Enables you to install and configure printers.
	International Allows you to specify international settings.
	Date/Time Lets you change the system date and time.
	Network Allows you to control your connection to the network.
	Sound to Mapper Allows you to specify the current drivers and default devices be used for playing a recorded sound.
	ODBC Allows you to add, delete, and configure data sources.
	386 Enhanced Allows you to allocate your computer's resources to Windows applications and specify settings for swap files and 32-bit disk access.
	Drivers devices, Allows you to install and configure drivers for optional such as sound cards and pen tablets.
	Sound Allows you to assign sounds to system and application events.

## Print Manager



Print Manager is used to install and configure printers, connect to network printers, and control the printing of your files.

## Clipboard Viewer



Clipboard Viewer is used to view the contents of the Clipboard. A *Clipboard* is a temporary storage location for cut or copied information, such as text and graphics.

## MS-DOS Prompt



MS-DOS Prompt allows you to return to the DOS command prompt without exiting Windows.

## Windows Setup



Windows Setup allows you to add and remove Windows components and specify system settings.

## PIF Editor



PIF Editor allows you to create or change program information files (PIFs) for non-Windows applications.

## ATM Control Panel



Use ATM Control Panel to add or remove fonts from the Adobe Type Manager (ATM).

## Using the On-line Help

On-line Help is available for most of the applications in the Main group.

There are several ways to access Help from the different applications:

1. Choose a command from the application's Help menu.
- OR-
1. Press F1 on the keyboard to open the Help window.
2. From the Help window, click on a topic from the Help Contents, click on the Search button to find information about a specific topic, or press F1 to learn how to use Help.
- OR-
1. Click on the Help button in the application window or dialog box.

## Additional References

The following guide should be used to supplement the material in this chapter:

- C The *Microsoft Windows 3.1 Getting Started User's Guide*, published by the Microsoft Corporation, provides detailed information on how to use the utilities in the Main group. This guide is available through your ADP Coordinator.